

Pacific County Communications

Administrative Board Meeting

3:00 PM ; May 9, 2017 – Naselle Fire Hall

Present: Kathy Spoor, Scott Johnson, Jerry Phillips, Julie Struck, Tim Martindale, Todd Strozyk, David Glasson, Greg McLeod

Chair Greg McLeod called the meeting to order at 3:05 PM. Meeting turned over to PACCOM Director Tim Martindale.

Minutes: Director Martindale asked for a motion to approve the July 2016 minutes. Motion Mayor Phillips, second Mayor Struck. Motion passed.

New Communications Center: Kathy Spoor gave an update regarding the Prosecutor's Office moving to the basement of the Courthouse. The current grant has paid for the French drain and the HVAC system in the courthouse. There is money left to paint the outside of the courthouse. Once the courthouse is painted the county will use grant money (if approved) to remodel the basement. Once the courthouse basement is remodeled, the Prosecutor's Office will move. This will leave the basement of the Public Safety Building empty. This will then result in PACCOM moving to the basement of the Public Safety Building. A question was raised by Chief Strozyk concerning how much it would cost to move PACCOM. Spoor advised reports from Joe Camenzind were it would cost around \$10,000 plus removal of a wall. Sheriff Johnson advised that new console furniture would need to be purchased as well. Director Martindale advised that in the current budget there is \$45,000 for new consoles with the plan to be reimbursed from the state office. The state office is not reimbursing for new consoles at this time. This would mean that new consoles would need to be purchased prior to moving. The plan would be to add at least 2 new consoles in addition to the 3 that are already in the dispatch center. This would be costly but needed. Chair McLeod confirmed that no action is needed at this time.

Frequency of Meetings: Director Martindale advised that in reviewing the past meeting minutes that there were several motions and suggestions regarding the frequency of meetings. At one point there was a motion to have meetings quarterly. In 2015 the board met 5 times but in 2016 the board met 2 times. Mayor Struck advised she feels that we should meet as needed and not be restricted to a meeting schedule. David Glasson advised the board should meet at least 2 times a year, once to appoint members to the budget committee and once to approve the budget. Chair McLeod advised the board should meet as Director Martindale needs the board to meet. Director Martindale being new to the position might want to have the board meet more frequently. The board agreed to meet twice a year or as needed by the Director.

Budget Committee Selection: Kathy Spoor, David Glasson and Mayor Struck were selected to the budget committee. They will join Chief Brundage, Chief Spoor and Chief Strozyk from the Operations Board on the committee. Sheriff Johnson advised he would like to be on the committee next year.

Fund 160 & 161: Kathy Spoor shared the financial updates for both funds, advising that both funds are healthy. Fund 160 is the operating fund for PACCOM. Fund 161 is the fund that holds the tax money collected from the one tenth of one percent tax. *See the attached reports.* There was discussion

regarding spending down the fund balance in Fund 160. The minimum balance kept should be no less than \$200,000. Kathy Spoor advised there will be about \$225,000 to put towards next year's PACCOM budget. This will drive down user fees across the board. Sheriff Johnson cautioned that using all of this money could put a strain on PACCOM during the move and future projects. Director Martindale advised that if only the minimum amount was held in the account, it would be drained when purchasing consoles. Mayor Struck advised that the minimum is only the minimum and that more can be saved for future projects. It was decided that this will be discussed at the budget committee meeting when more of a financial outlook for next year can be discussed.

For the Good of the Order: Kathy Spoor advised that Commissioners are discussing a one tenth of one percent sales tax that would go towards criminal justice. The Commissioners can do this without a vote of the people. They will be holding public meetings on both sides of the county.

Meeting adjourned at 3:50 PM.